

**CHARLES COUNTY GOVERNMENT**  
**Division of Fiscal & Administrative Service**  
**MINORITY BUSINESS ENTERPRISE (MBE) PROGRAM**  
**A CHECKLIST**  
**FOR PARTICIPATING MINORITY OWNED BUSINESSES**

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The Charles County Government established a Minority Business Enterprise (MBE) Program in 2005, to promote the development and encouragement of minority business participation in the County's procurement process. The County sponsors and conducts its own MBE registration and recognizes the MBE certification by the State of Maryland's Department of Transportation (MDOT) and the Federal Government's 8-A certification.

The MBE Program seeks to increase contracts awards of county business to minority-owned businesses, and recognizes the following groups:

African Americans, American Indians/Native Americans, Asians, Hispanics, Women and Physically and Mentally Disabled persons, and Disabled American Veterans. The county's MBE program has a 25% aspirational goal.

***To Get Started Register your Business with Charles County Government's MBE Program***

- ☐ Log on to the Charles County's website at [www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov), click on *Procurement Opportunities*, to download the MBE application. You may also request a hard copy or an electronic copy of the MBE form by sending an email to [MundyL@CharlesCountyMD.gov](mailto:MundyL@CharlesCountyMD.gov)
- ☐ Mail or email the completed MBE application and the following documentation to the Charles County Government Purchasing Office, P.O. Box 2150, La Plata, MD 20646:
  - a. SUBMIT DOCUMENTATION OF YOUR BUSINESS STATUS
    - ☐ Copy of the owner's driver's license **and** Charles County, MD business license
    - ☐ Signed copy of an Internal Revenue Service (IRS) W9 form – [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)
    - ☐ Proof of your Charles County headquarters (if applicable). Submit a copy of your use and occupancy permit or lease agreement
    - ☐ If your firm has been certified by the Maryland Department of Transportation (MDOT) Minority Business Enterprise (MBE) Program or the SBA 8(a) programs, please submit a copies of your certification letter.
    - ☐ If your firm is a corporation, submit a copy of the company's stock ledger, which lists the total number of common shares that have been issued to each minority owner
    - ☐ If your firm is a Limited Liability Company (LLC), please submit a copy of the LLC operating/membership agreement
    - ☐ If applicable, please submit a copy of your Service-Disabled Veteran-Owned Small Business Certification letter granted to your firm by the U.S. Veteran's Administration

## **RECOMMENDATIONS**

### ***Register your Business with the Small Business Reserve (SBR) Program***

- ☐ The first step is to register your business with the State of Maryland's Small Business Reserve (SBR) program. The State has an on-line registration process at <https://emaryland.buyspeed.com/bsr>. The SBR Program allows small businesses to bid as prime contractors on state contracts, without having to compete with larger, more established companies. However, a small business must meet certain gross sales, employee size limits, and other criteria in order to become certified. Once all of the requirements have been met, the State will issue a certification number. Businesses must be recertified each year. To become State certified your business must be:
  - Independently owned and operated;
  - NOT a broker;
  - NOT a subsidiary of another business;
  - NOT dominant in its field of operation;
  - NOT exceed employee size limits or gross sale limits based on industry classifications.

### ***Register your Business with State of Maryland Department of Transportation's Minority Business Enterprise Office.***

- ☐ Log on to their website at [www.mdot.maryland.gov](http://www.mdot.maryland.gov), click on *Minority/Disadvantaged Business Enterprise Certification (MBE/DBE)* link. Download the MBE application.